

Reference Number: 100-01-DD

Title of Document: Electronic Communications System

Date of Issue: April 29, 1987

Effective Date: April 29, 1987

Last Review Date: April 1, 2009 **REVISED**

Date of Last Revision: April 1, 2009

Applicability: Central Office, District Offices, Regional Centers, DSN Boards, Contracted Service Providers, Consumers and Their Families and the General Public

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**PURPOSE:** The purpose of this directive is to identify the requirement for a computerized communications system to support the management, filing and classification of all official DDSN policies and directives. The SCDDSN Commission Chairman, the State Director, the Deputy Director, the Associate State Directors, or the Director of Internal Audit may originate or declare obsolete these official documents. These documents must be approved by the SCDDSN Commission Chairman, the State Director, or his/ her designee.

The system requires a minimum review process of every three years of such documents, thereby eliminating the circulation of out-of-date documents and the promulgation of accurate and timely documents that are intended to govern actual practice.

**TYPES OF DOCUMENTS:** There are two types of documents within the Central Office document management system.

- 1) Commission Policy (CP) - A policy or philosophical statement issued by the SCDDSN Commission and implemented by the agency. These constitute mandates from the agency's governing board.
- 2) Departmental Directive (DD) - A mandate requiring compliance by applicable Central Office, District Office, Regional Center, DSN Board or Contracted Provider staff. A directive may address policy and/or more specific implementation procedures.

**ACCESS:** Commission policies and departmental directives are available in “read only” format on the DDSN Website under Directives and Standards. Access to these documents is for anyone.

**APPLICABILITY:** This Electronic Communication System is applicable to all DDSN Agency Directives and DDSN Commission Policies

**QUALITY ASSURANCE:** The Division of Quality Management is responsible for the administration of the Electronic Communications System.

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